ICJI Quick Start Guide
Creating a New Funding Announcement

Background: This procedure is used by Program Staff when they are directed by their Program Manager to create a Funding Announcement for multiple agencies or for a grant to a specific agency to apply on-line and when you choose not to copy basic data from a previous Funding Announcement.

Proper completion of the Funding Announcement is of the highest importance and will impact upon all other functions of the Egrants application process.

Your Program Manager must have already established the Funding Plan within Portfolio Management.

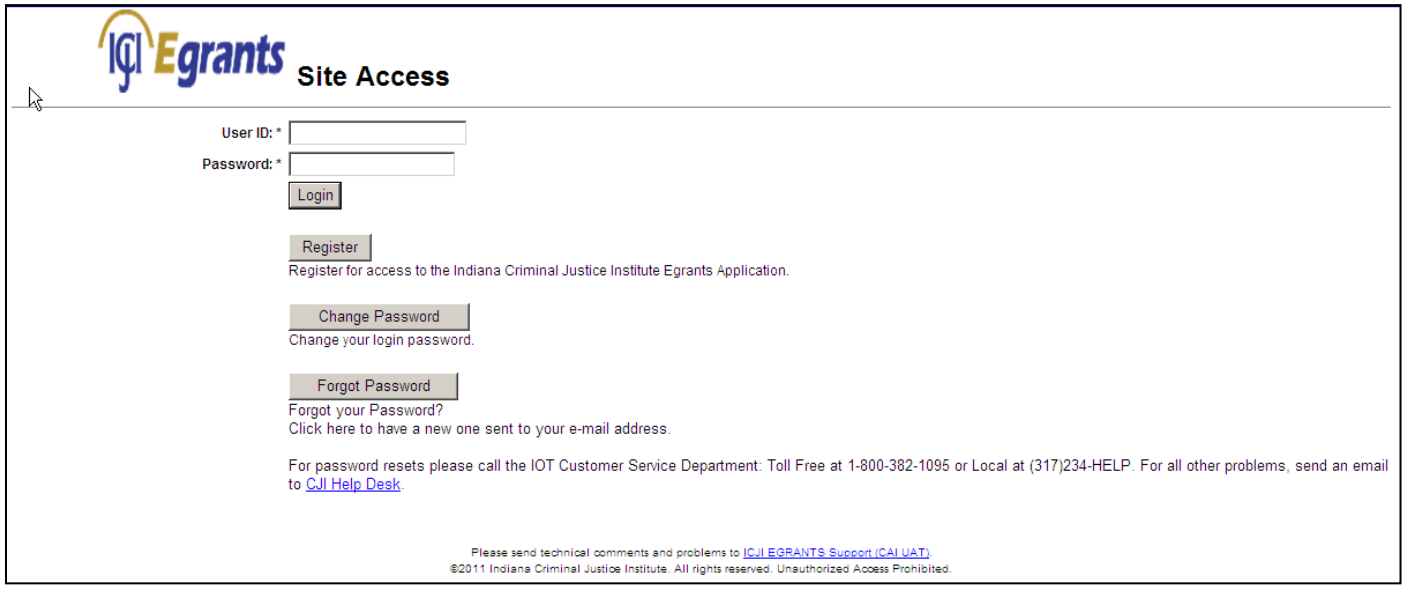
Please note: At this time, concept papers are not being submitted through Egrants.

Getting Started: Before entering a Funding Announcement into Egrants, gather together all the information you will need to include such as: Title to be used, funding plan year, funding area, open date, due date, amount to be announced, range of awards, and performance measures. It is imperative that the information provided to subgrantees in the Funding Announcement WORD document matches the information entered into the online Funding Announcement.

Important: Funding Announcements must go through the Egrants approval process before being released to the public.

Login

1. Go to the Egrants and login. The Egrants Site Access is displayed. Enter your User ID and Password and click on the Login button.

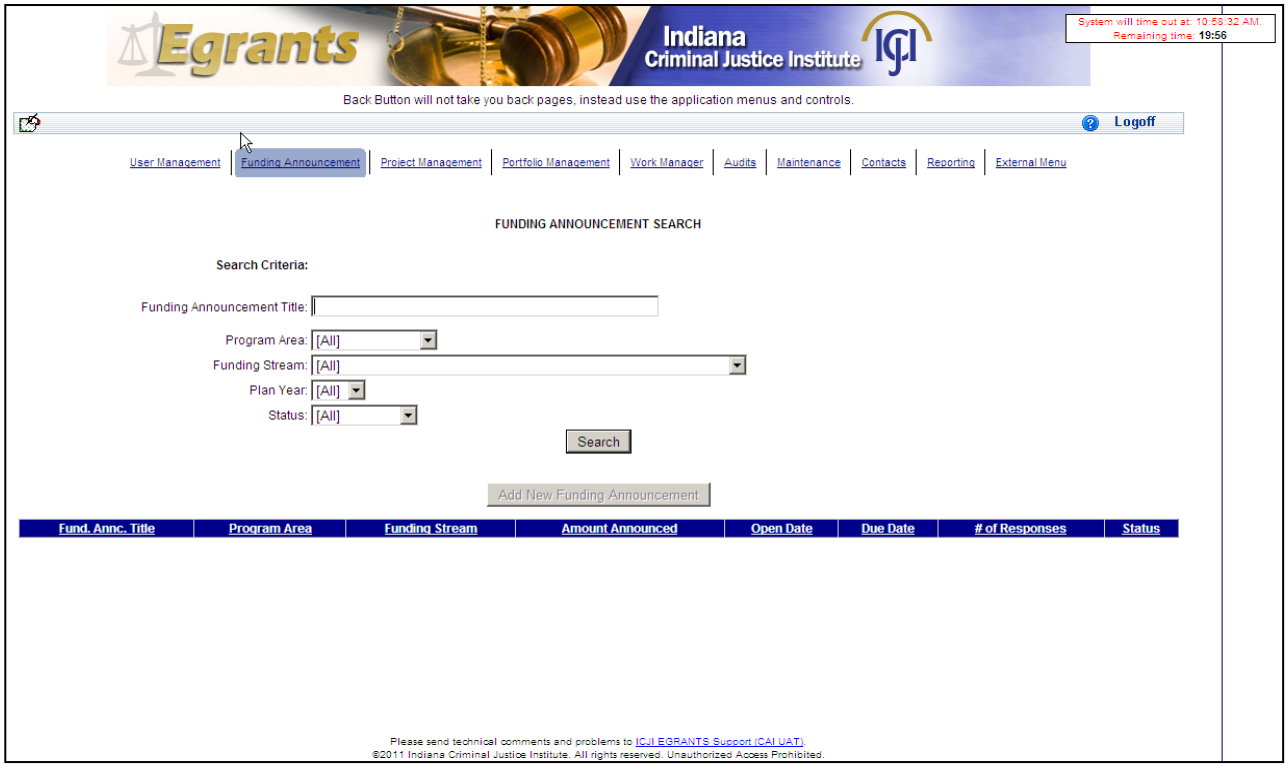


2. You will be transferred to the following screen:

Note: Save your information frequently. System has a 20- minute time out (clock is located in upper right hand corner) and entries will be

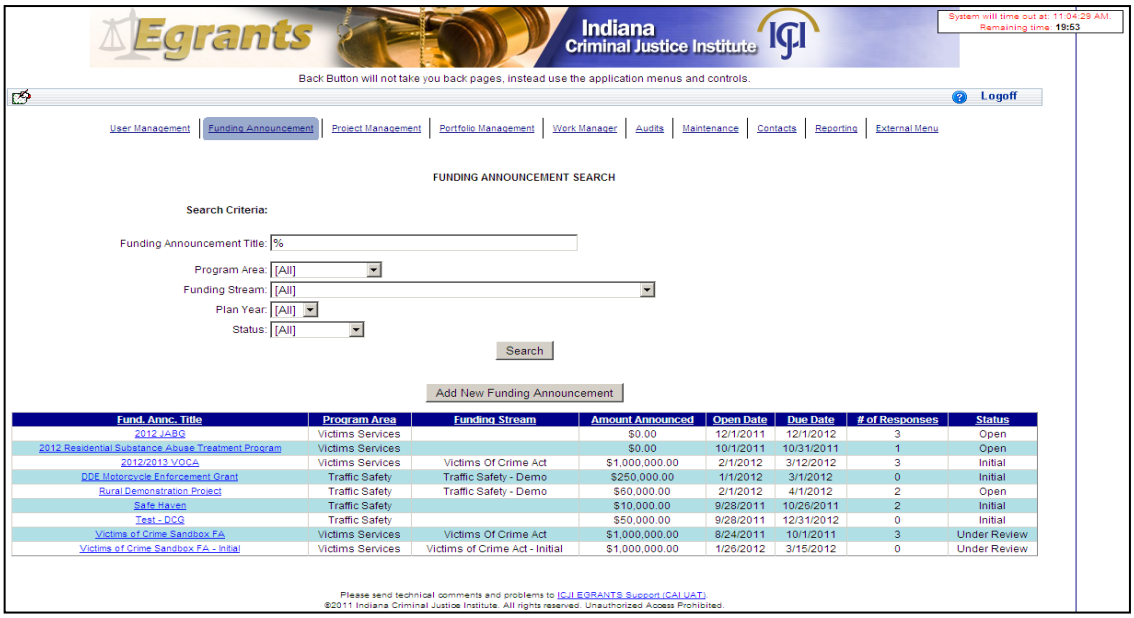
Funding Announcement

1. Select the Funding Announcement tab from across the top of the screen. You will be transferred to the Funding Announcement Search screen.



2. Perform Search to determine if Funding Announcement already exists.

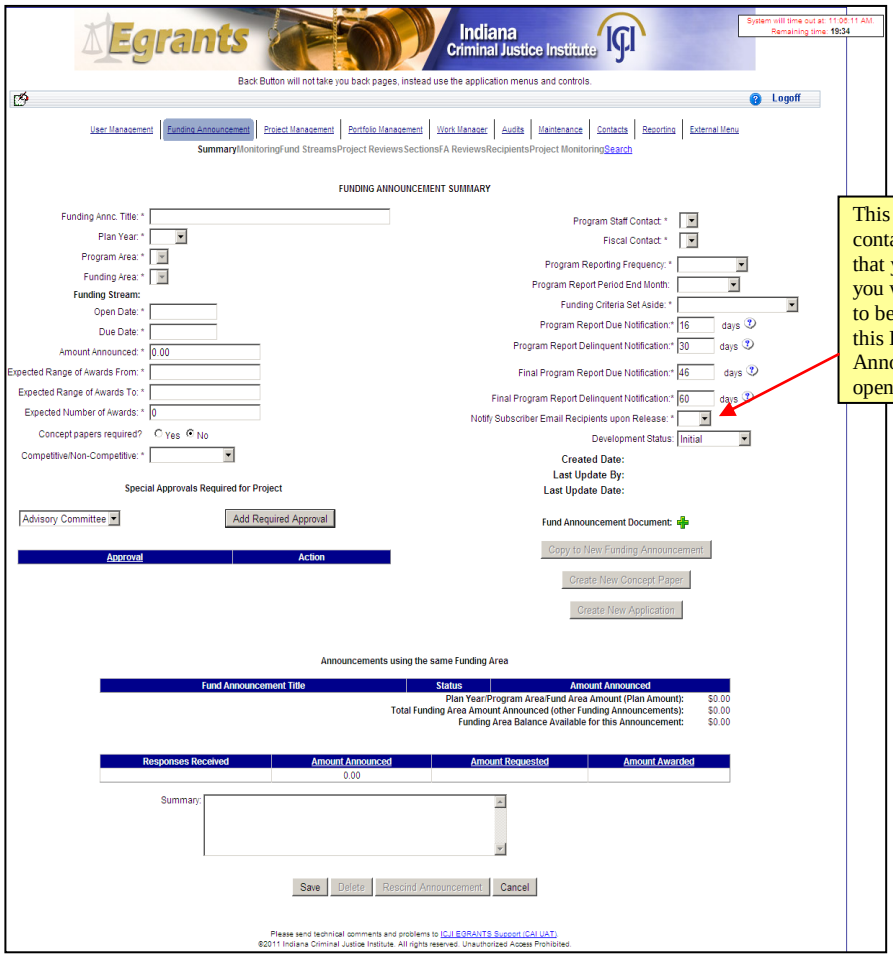
3. To create a new Funding Announcement, click on the Add New Funding Announcement button.



4. The Funding Announcement Summary screen will appear.

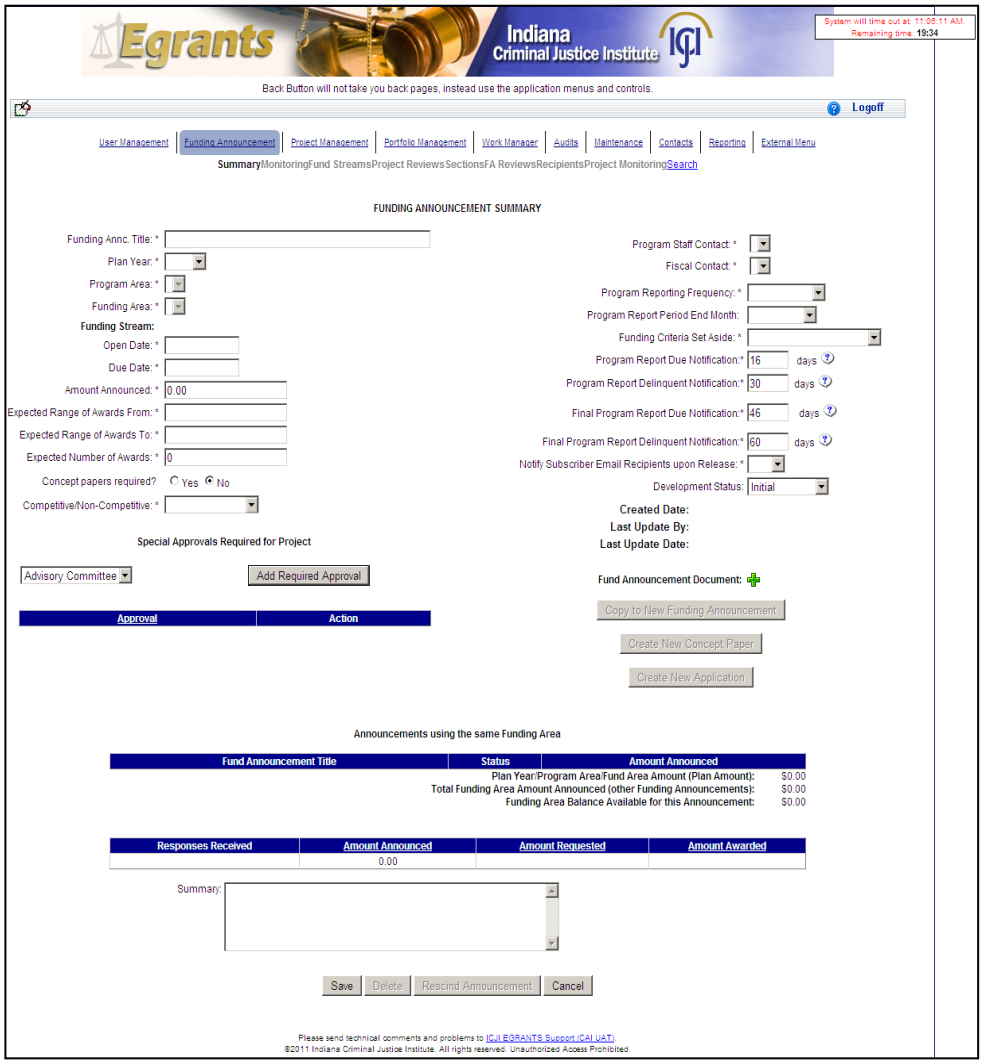
Fill in all fields marked with an asterisk, which indicates a required field for data.

a. Enter a Title.
b. Enter a Plan Year. Use the year the Commission approved the funding.
c. Select a Program Area. If an appropriate one is not available, see Fiscal Staff to add another Program Area.
d. Select a Funding Area. The drop down menu will show only Funding Area options that are linked to the Program Area selected in c. above. Select the initiative that was identified in the funding plan by the Commission. Note: DCSI unassigned should never be selected. See Fiscal Staff, if the appropriate Funding Area is not available.
e. Enter Open Date. This is the first date applicants may apply.
f. Enter Due Date. This is the last date applicants may apply.
g. Enter Amount Announced. This is the total amount available for distribution.
h. Enter Expected Range of Awards From. This is the minimum amount of award to be funded to a subgrantee.
i. Enter Expected Range of Awards To. This is the maximum amount of the award to be funded to a subgrantee.
j. Enter the Expected Number of Awards anticipated.



This screen now contains a dropdown that you can select if you want subscribers to be notified when this Funding Announcement is opened.

k. Select between **yes** and **no** for Concept Paper Required.
l. Select between Competitive and Non-Competitive based
m. Enter Program Staff Contact by selecting from the drop down menu provided.
n. Enter Fiscal Staff Contact by selecting from the drop down menu provided. Refer to attached chart or updated charts as they become available, for correct Fiscal Staff assignments.
o. Select the appropriate Program Reporting Frequency from the drop down menu.
p. Select the Funding Criteria Set Aside from the drop down menu. Note: this is usually none.
q. The Development Status automatically moves to Open or Closed at the appropriate time.
r. Attach the Funding Announcement, a WORD Document that is created separately, by clicking on the Browse button and selecting the appropriate Word Document as you do when attaching a file to E- mail. **Please note: This field will look blank; however, the previously disabled Preview button is now enabled and is an indicator that a WORD Document is attached. You can view the WORD Document by clicking on the Preview button**.
s. At the bottom of the screen, although not marked as required, enter text in the Summary to reflect the purpose of the Funding Announcement. **Please note: Failure to do this will result in nothing being displayed for the Subgrantees on their end**.
t. To the left and slightly above the Summary you can select Special Approvals Required For Project. Click on the Add Required Approval button to stipulate Advisory Committee Approval of the Funding of Projects Announcement.
u. Click on the Save button at the bottom of the screen. You will note that additional tabs at the top of the screen, previously faded, will now be available to you and include: Monitoring, Funding Streams, Project Review, Sections, FA Review, Recipients, and Search.

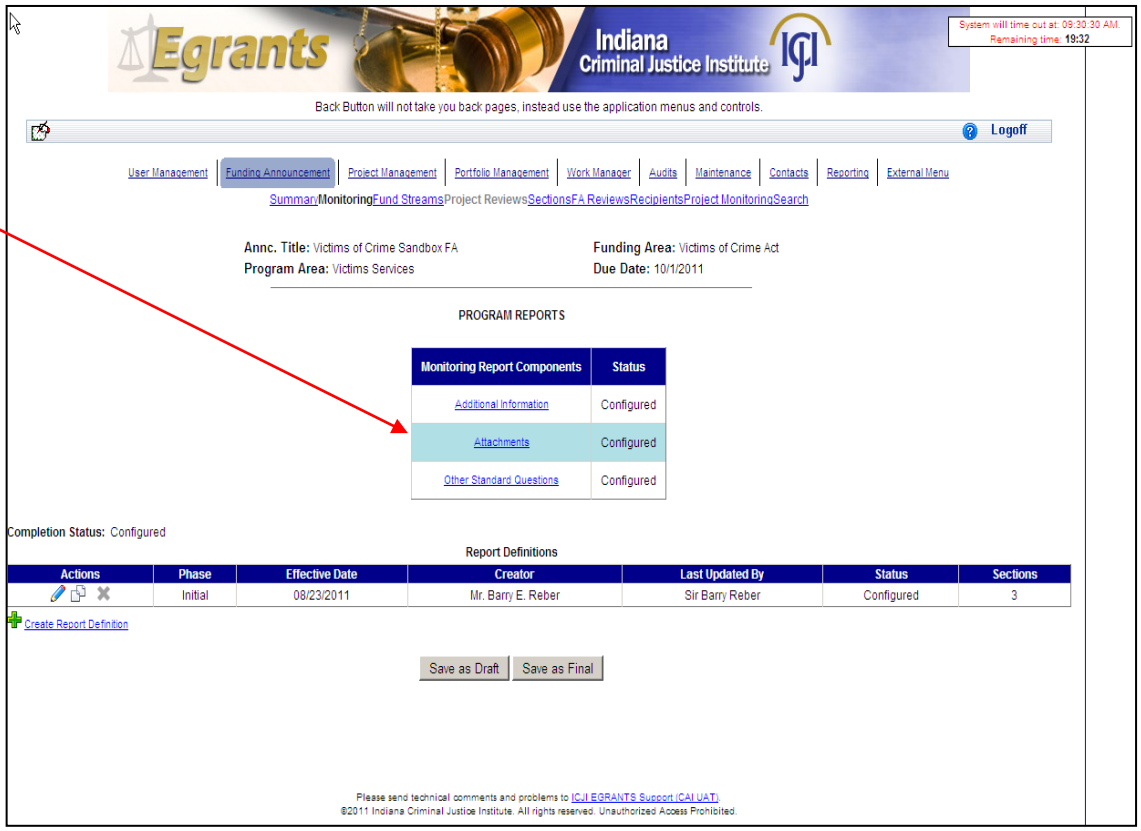


Note: If while creating the Funding Announcement the amount announced exceeds the available amount for the Funding Area, you will received a message at the top of the screen in red text. You will be directed to place a checkmark in the Allow Fund Announcement to Exceed Plan Year/Program Area/Funding Area Allocation checkbox to indicate you want to save the Funding Announcement with a potential over allocation. If the amount was entered in error, go back and reduce the Amount Announced. If you are uncertain about the over allocation, check with Fiscal Staff.

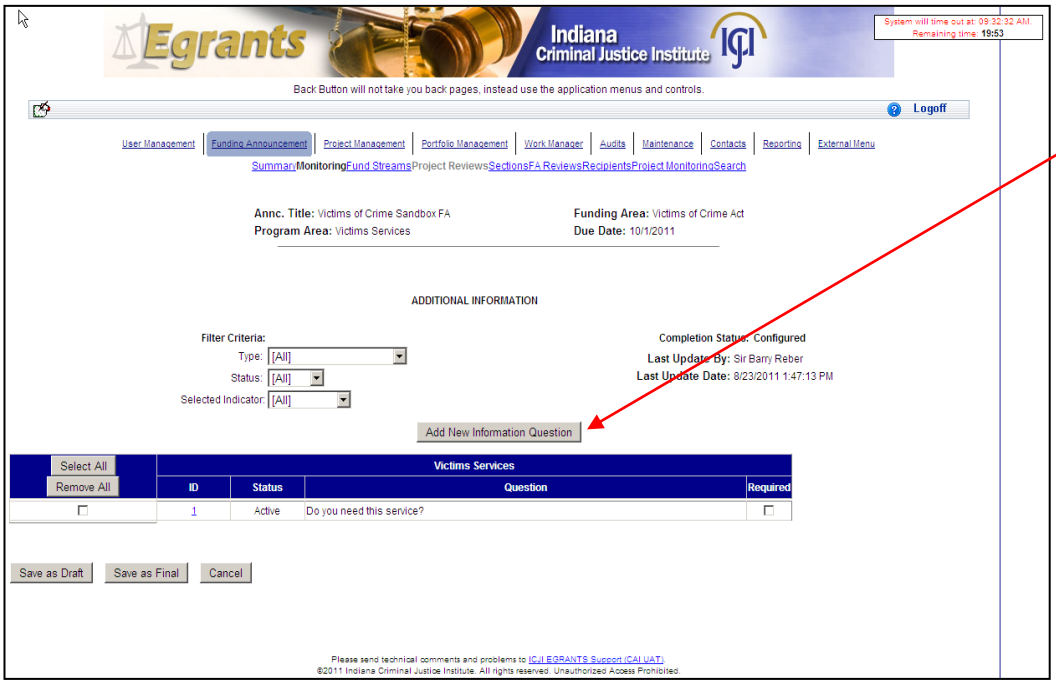
Monitoring

1. Select the Monitoring hyperlink. The Monitoring Report Components screen appears.

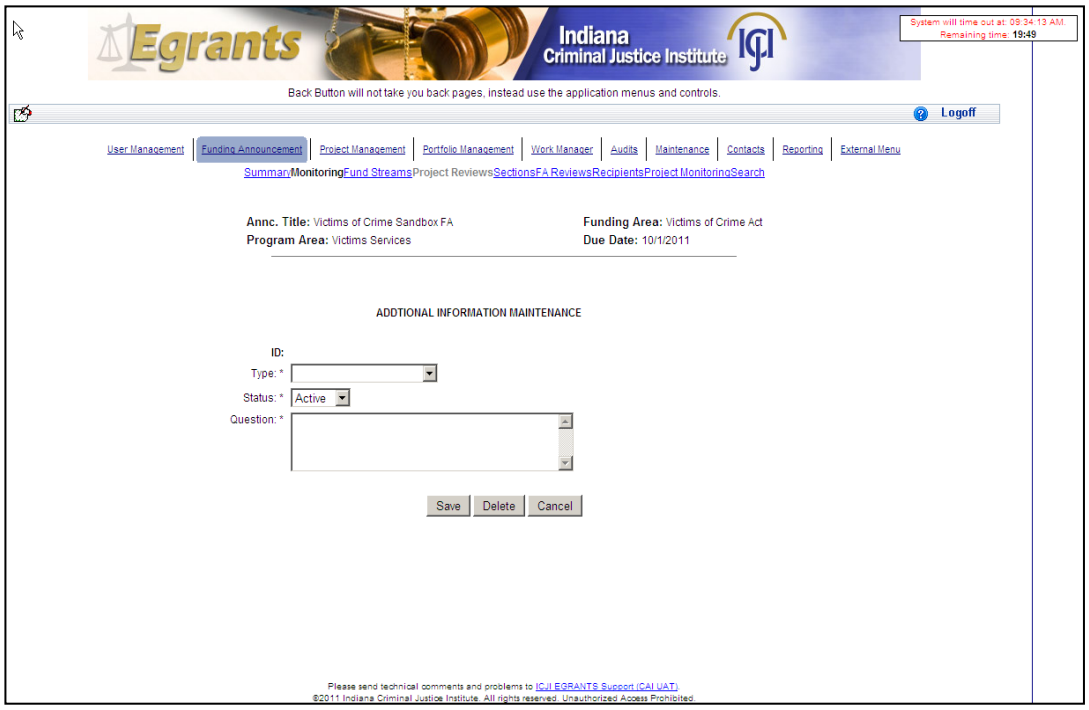
Select from various categories: Performance Measures, Additional Information, Attachments, and Other Standard Questions.
Note: All monitoring sections must now be marked as configured in order for the announcement to be opened. You must go into every section and save it as final.



2. Select Additional Information. Add any information required. Click on the Save as Final button or click on Cancel if you determine not to configure this category. You will be transferred back to the Monitoring Report Components screen shown above.



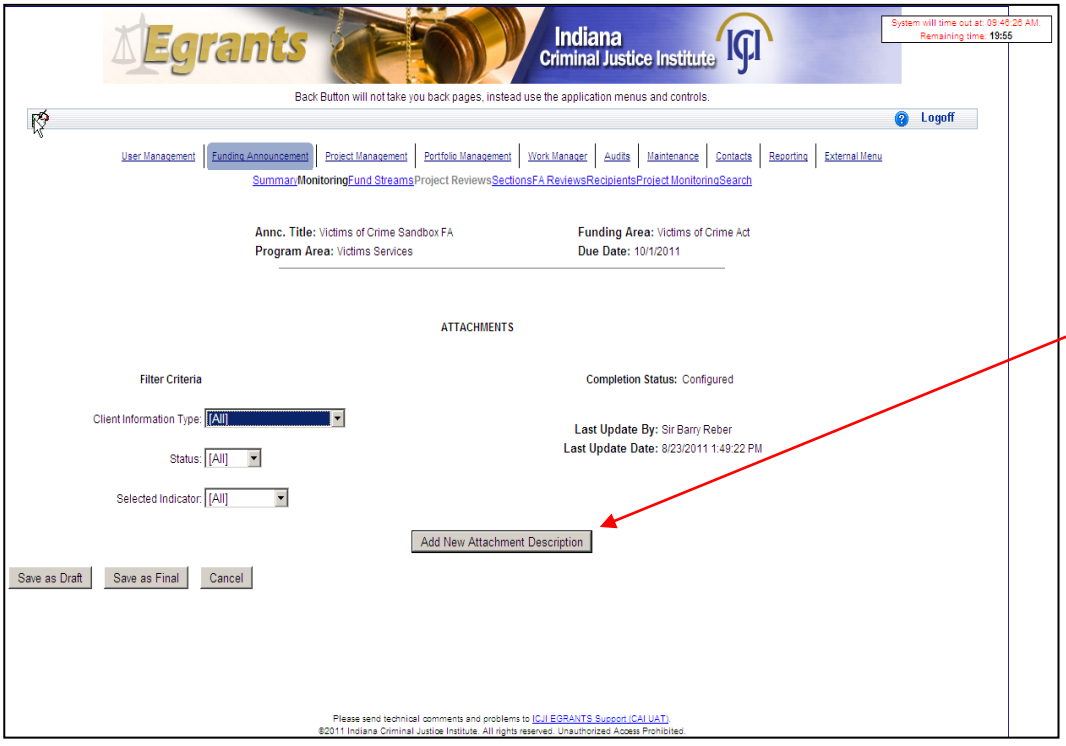
Note: To add a new Information Question, click on the Add New Information Question.



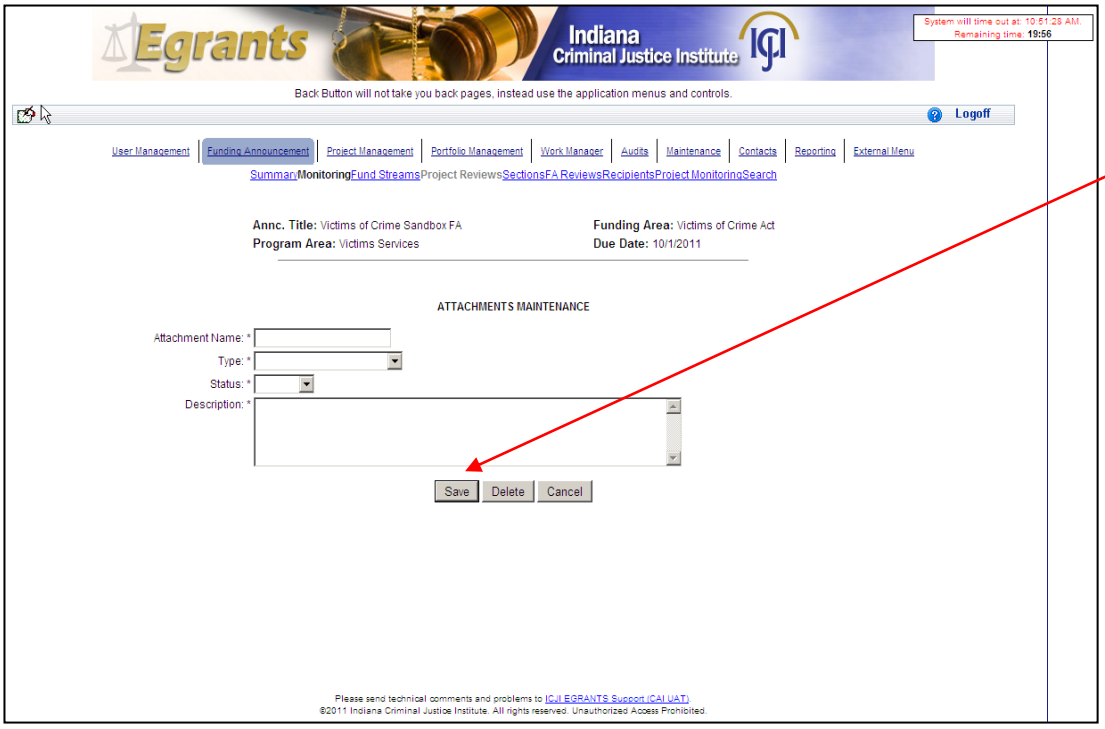
You will be transferred to the Additional Information Maintenance screen.

Enter required information, click on Save and return to the previous screen.

3. Select Attachments. Add any information required. Click on the Save as Final button or click on Cancel if you determine not to configure this category. You will be transferred back to the Monitoring Report Components screen.

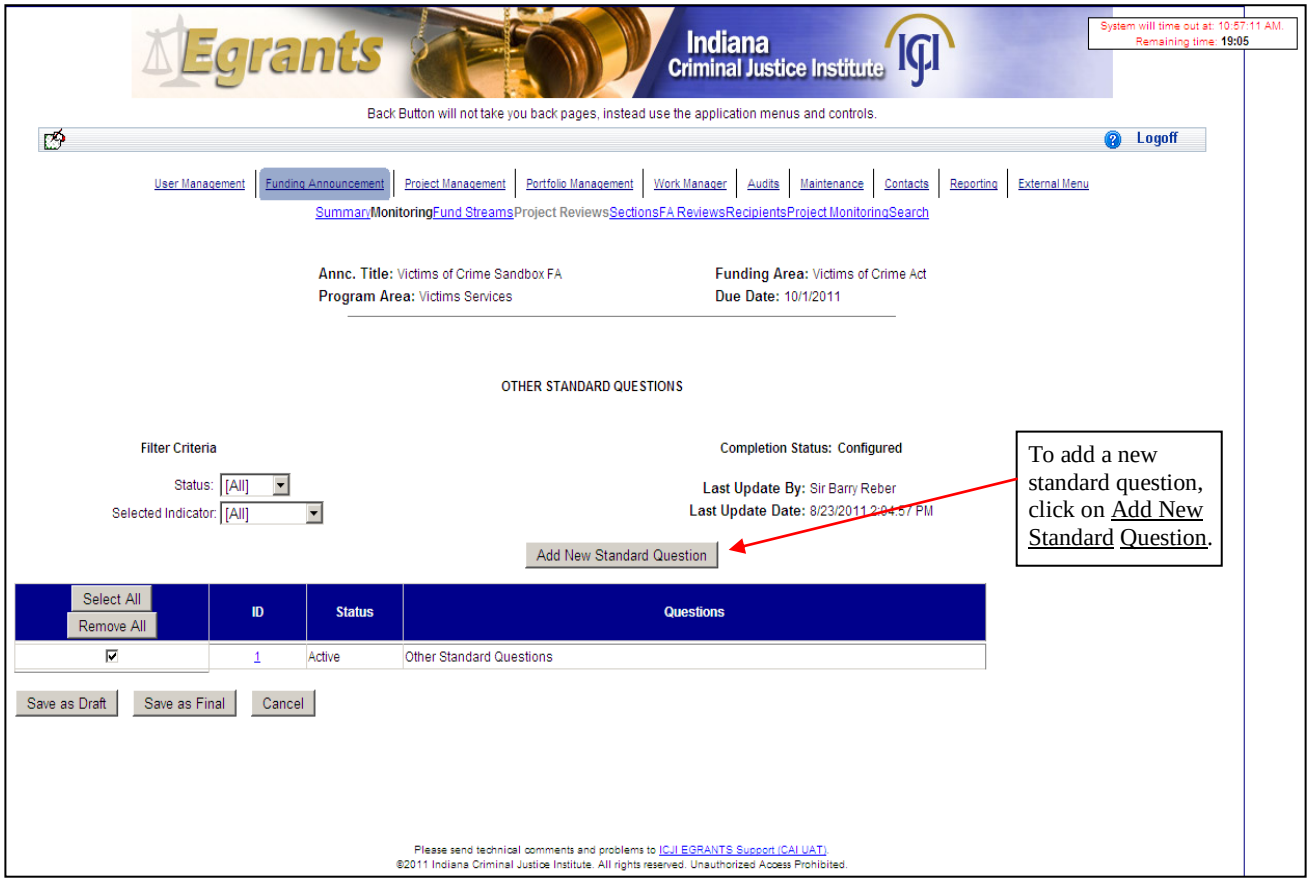


To add a new attachment description, click on Add New Attachment Description.

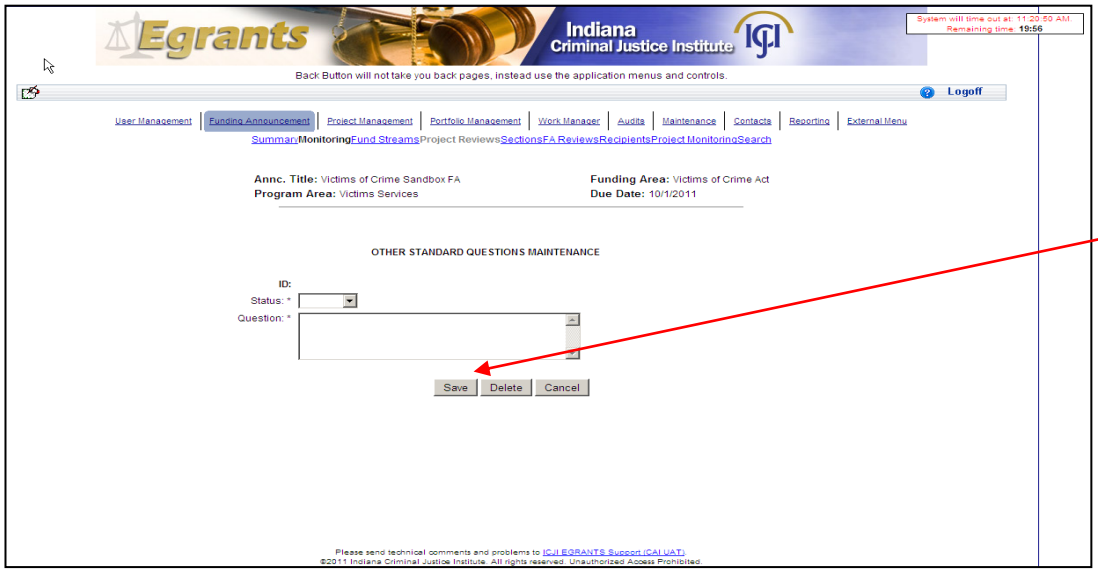


Complete the required information and click on Save.

4. Select Other Standard Questions. Add any information required. Click on the Save as Final button or click on Cancel if you determine not to configure this category. You will be transferred back to the Monitoring Report Components.



To add a new standard question, click on Add New Standard Question.

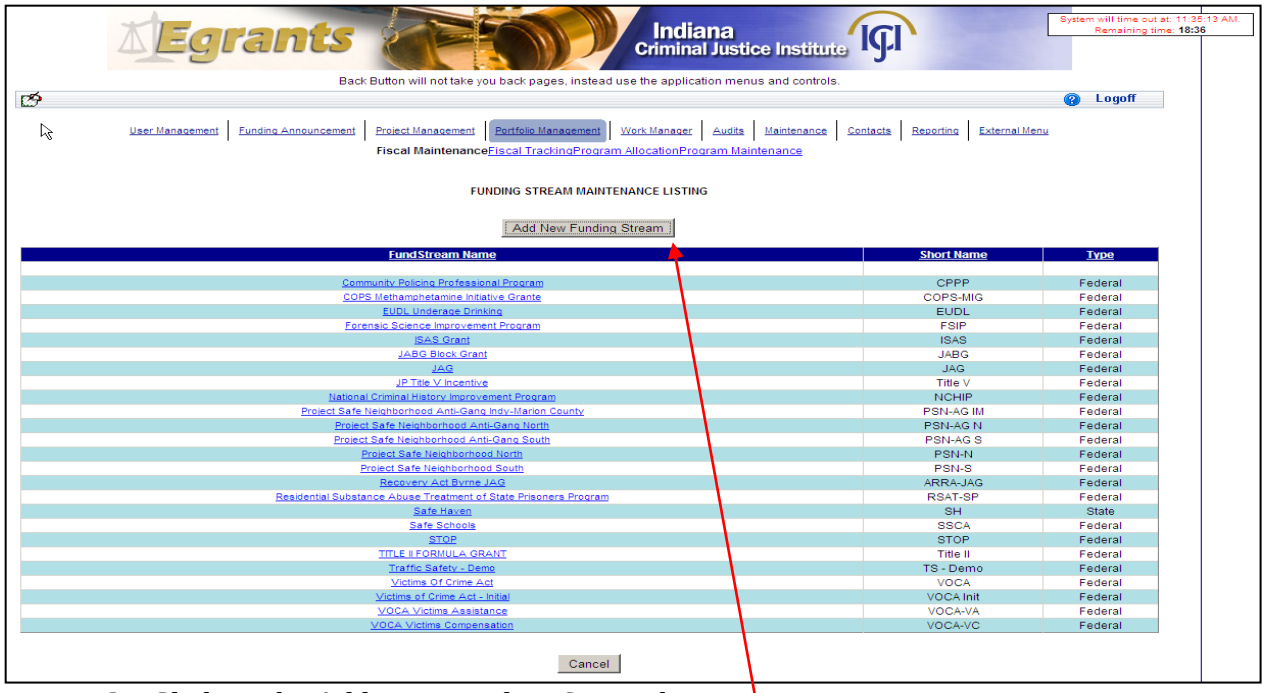


You will be transferred to the Other Standard Questions Maintenance screen. Complete required information and click on the Save button.

Funding Stream

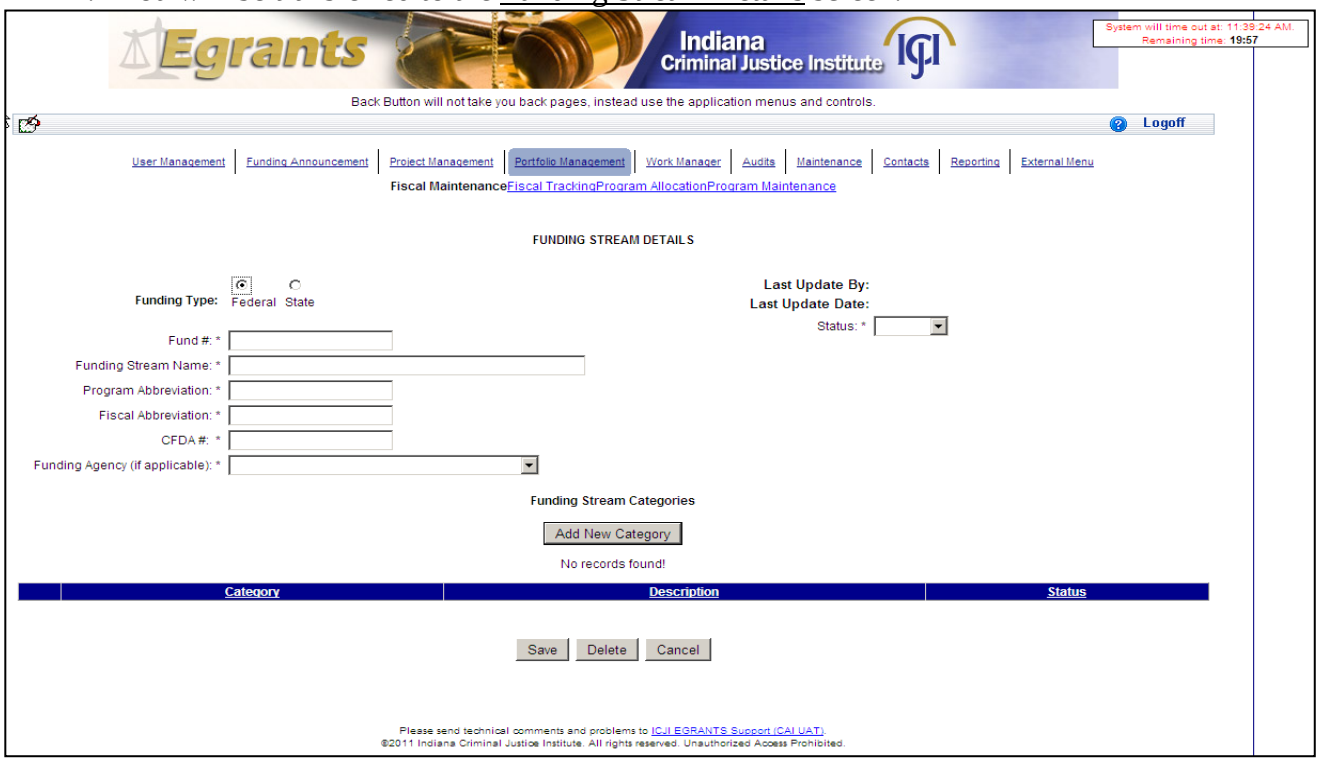
1. Select the Funding Streams hyperlink from the top of the screen.

2. The Funding Stream Maintenance Listing screen appears.



3. Click on the Add New Funding Stream button.

4. You will be transferred to the Funding Stream Details screen.

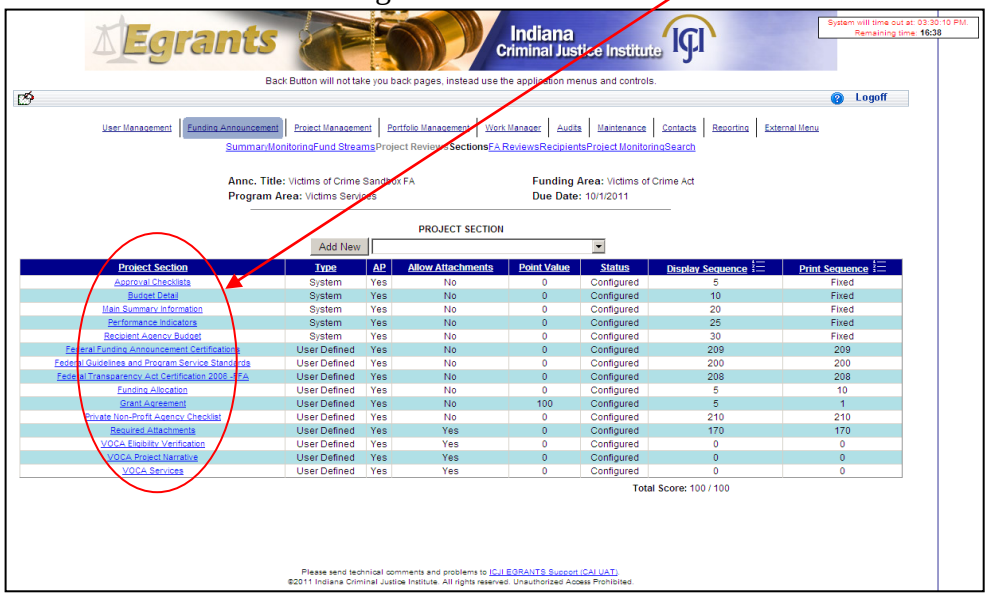


a. Enter available fields.
b. Add Category. Click on the Save button.

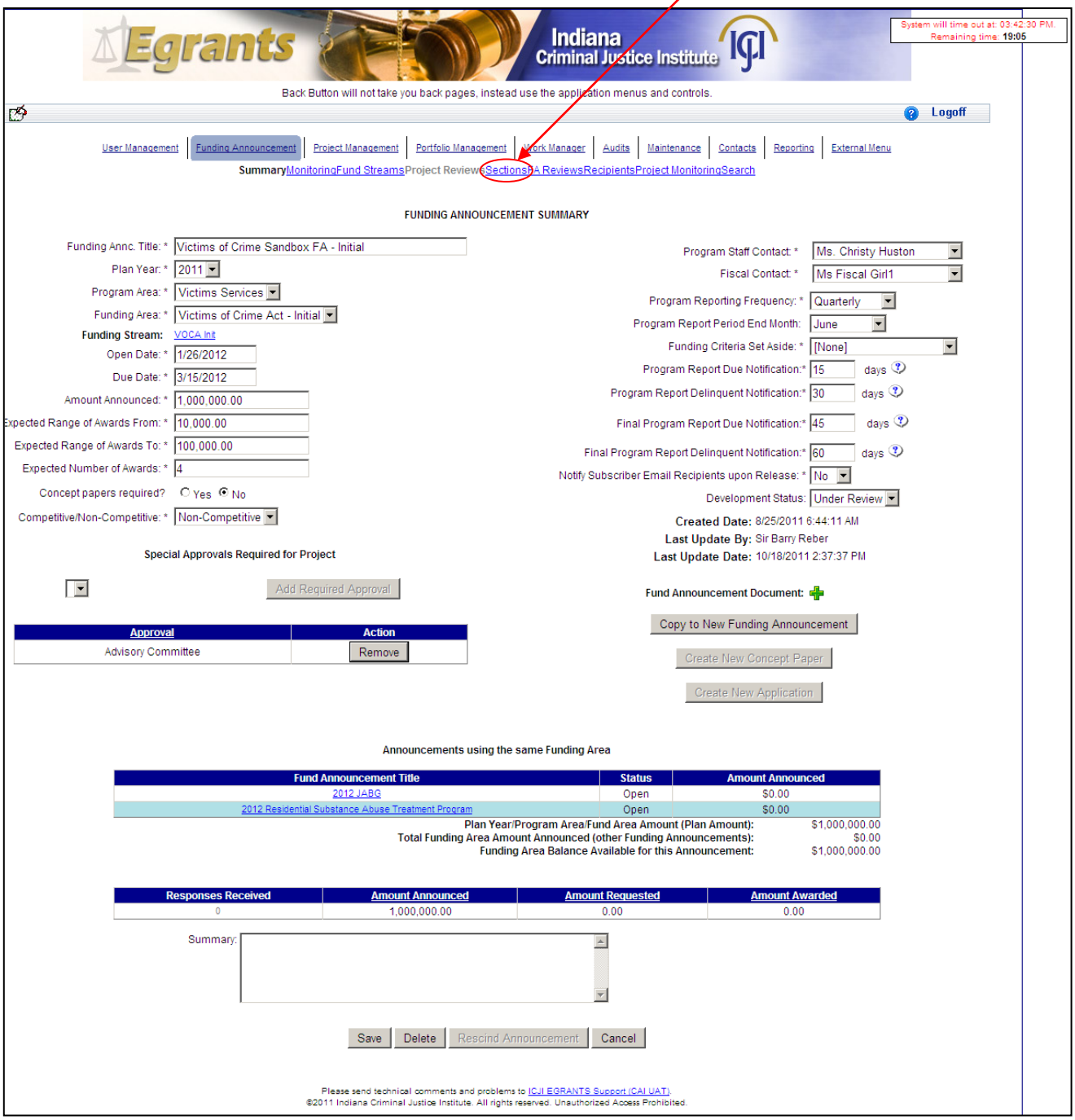
Sections

Please note: Sections should match the Word Document of the Funding Announcement. Point Values must match what was sent to subgrantees.

1. Select the Funding Announcement.



2. Click on the Sections hyperlink at the top of the screen.



3. The Project Section screen appears. This screen and supporting screens create the scoring percentages for the application. When creating a funding announcement, you most go into every section of monitoring and the application and mark each one as complete or configured in order for the announcement to be opened. All sections must be saved as final. **If you are scoring the sections, the score must match the Funding Announcement. If you are not scoring a section or any sections, make the percentage zero.**

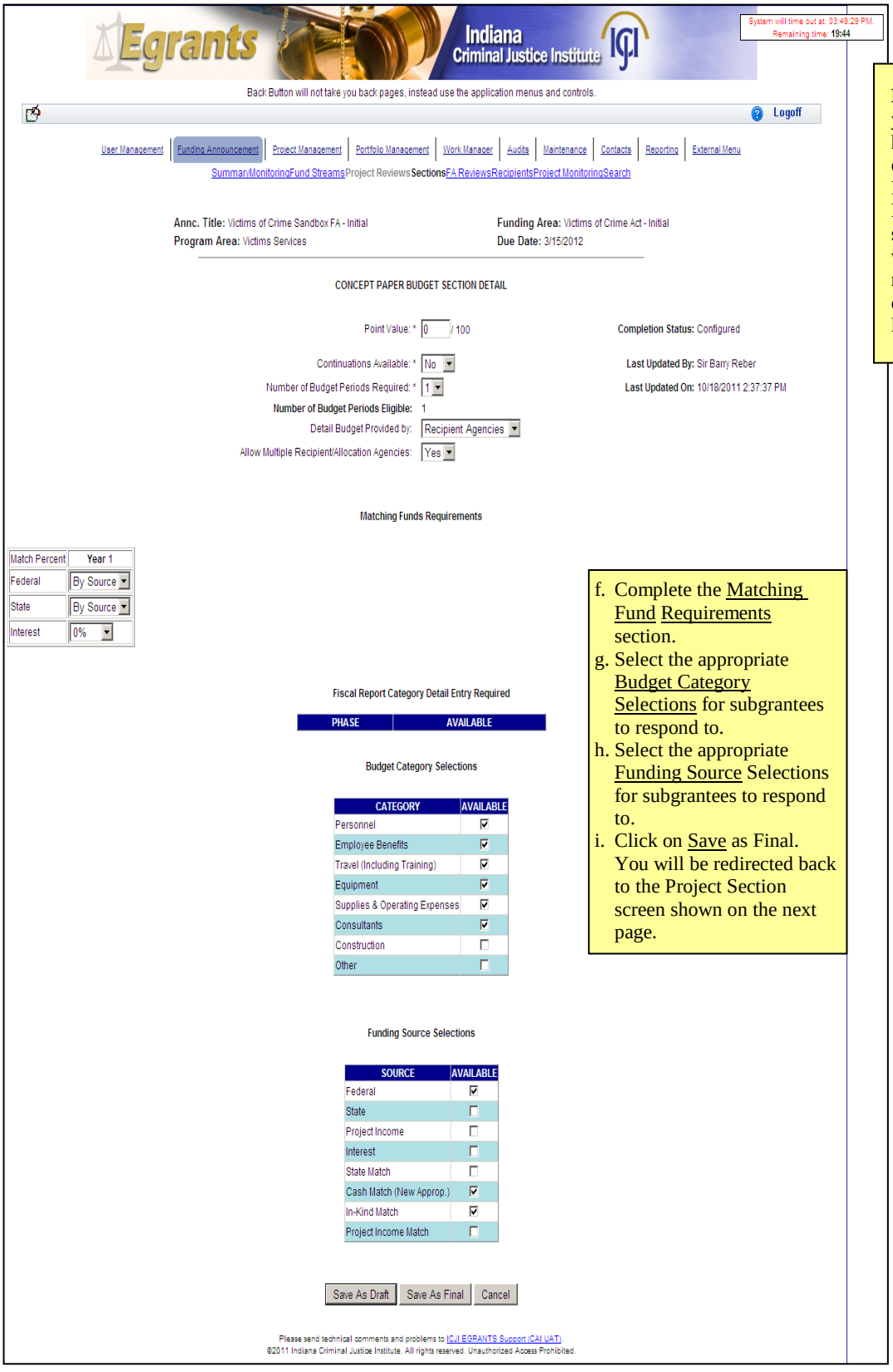
Note: You can add new sections via the Add New button, or separately by working with the system administrator.

4. Click on the Budget Detail hyperlink.

The Concept Paper Budget Section Detail screen appears**.**

a. Enter a Point Value for the Budget Detail screen.
b. Determine if Continuations are available.
Continuations are only available for DCSI funding where there is an assumption of cost. It is not a continuation if they reapply each year.
c. Enter the Number of Budget Periods Required.
d. Enter Detail Budget Provided by by selecting from the dropdown menu.
e. Select Yes or No to determine whether or not Multiple Recipient/Allocation Agencies are allowed.

It is generally the Recipient Agencies rather than Allocation Agencies that is selected.



f. Complete the Matching Fund Requirements section.
g. Select the appropriate Budget Category Selections for subgrantees to respond to.
h. Select the appropriate Funding Source Selections for subgrantees to respond to.
i. Click on Save as Final. You will be redirected back to the Project Section screen shown on the next page.

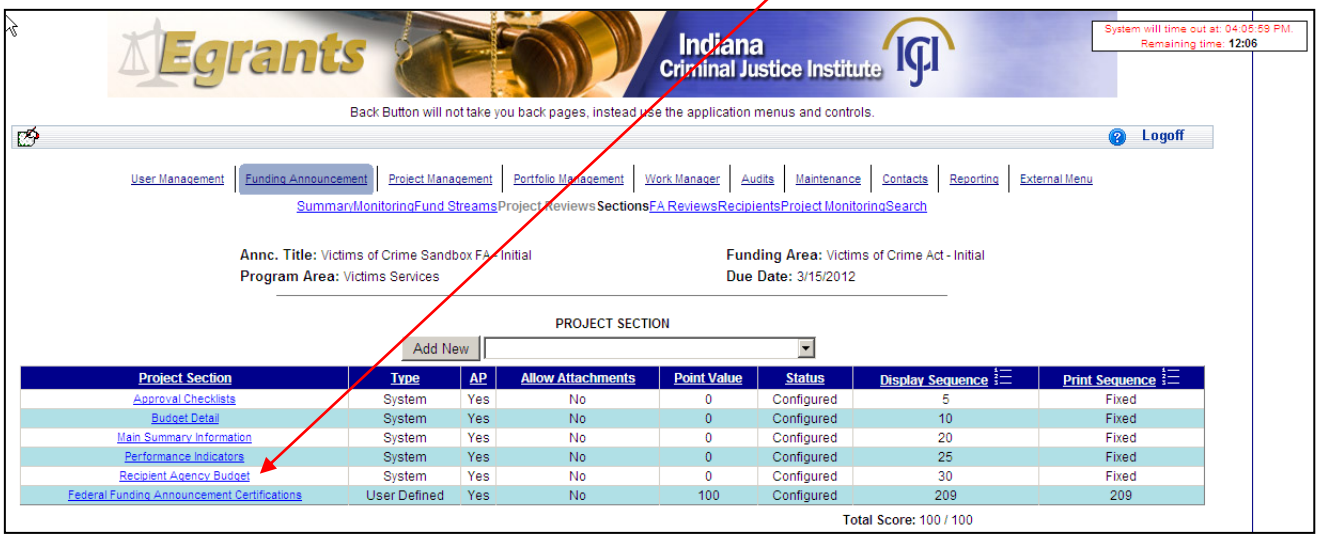
Note: What you enter here will configure Fiscal Reports that subgrantees will be required to complete later.

5. Click on the Main Summary Information hyperlink.

6. A Project Section Detail screen appears.

a. Enter a Point Value, if appropriate.
b. Click on Save. You will be redirected back to the Project Section screen.

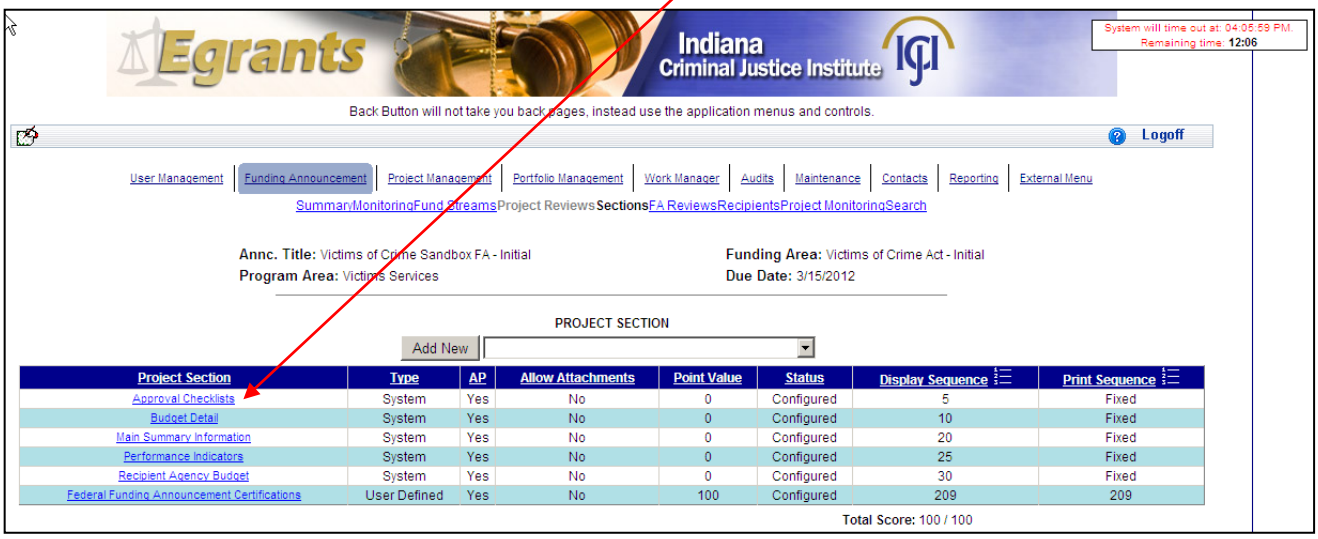
7. Click on the Recipient Agency Budget hyperlink.



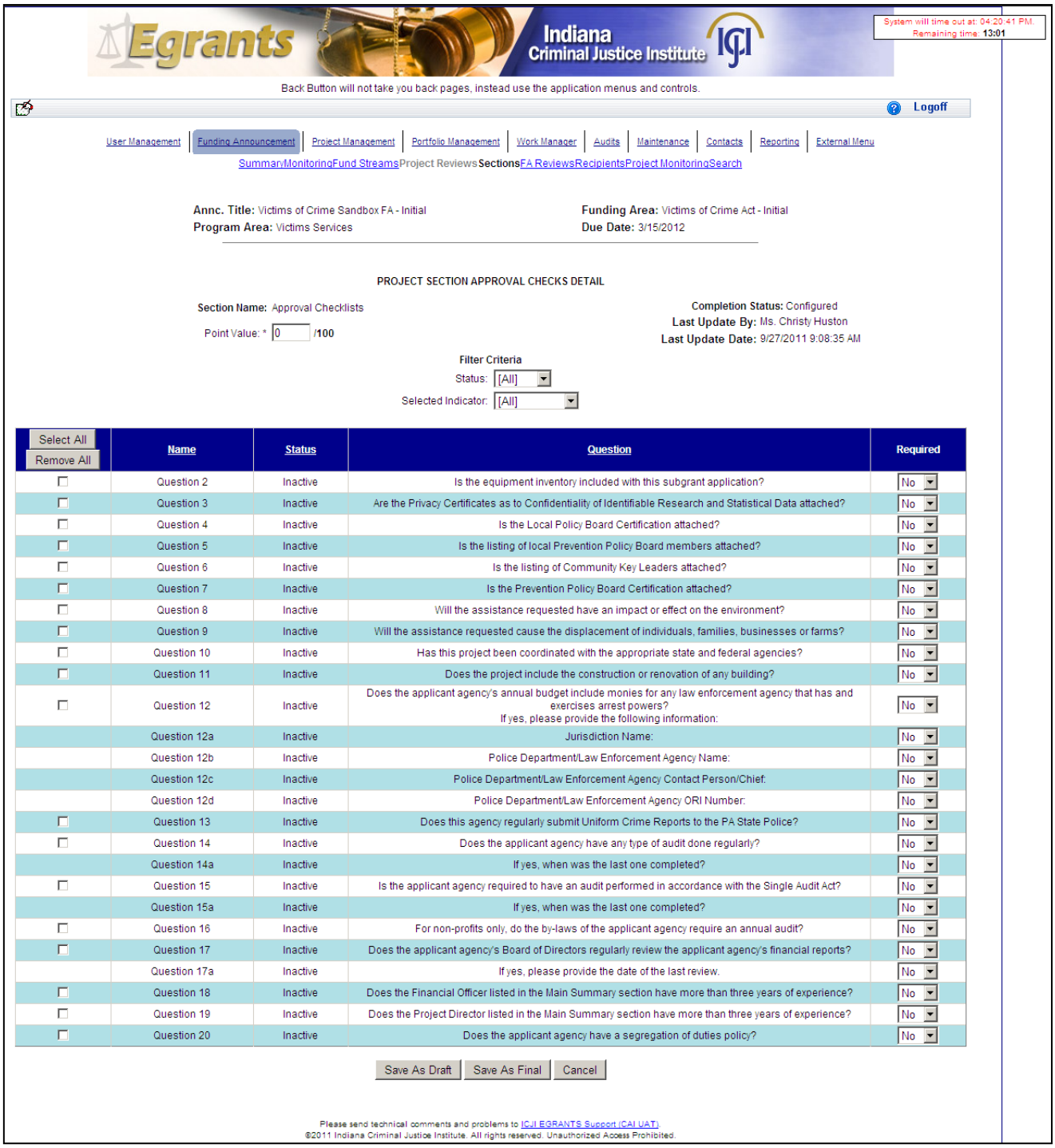
8. A Project Section Detail screen appears.

a. Enter a Point Value, if appropriate.
b. Click on Save. You will be redirected back to the Project Section screen.

9. Click on the Approval Checklists hyperlink.



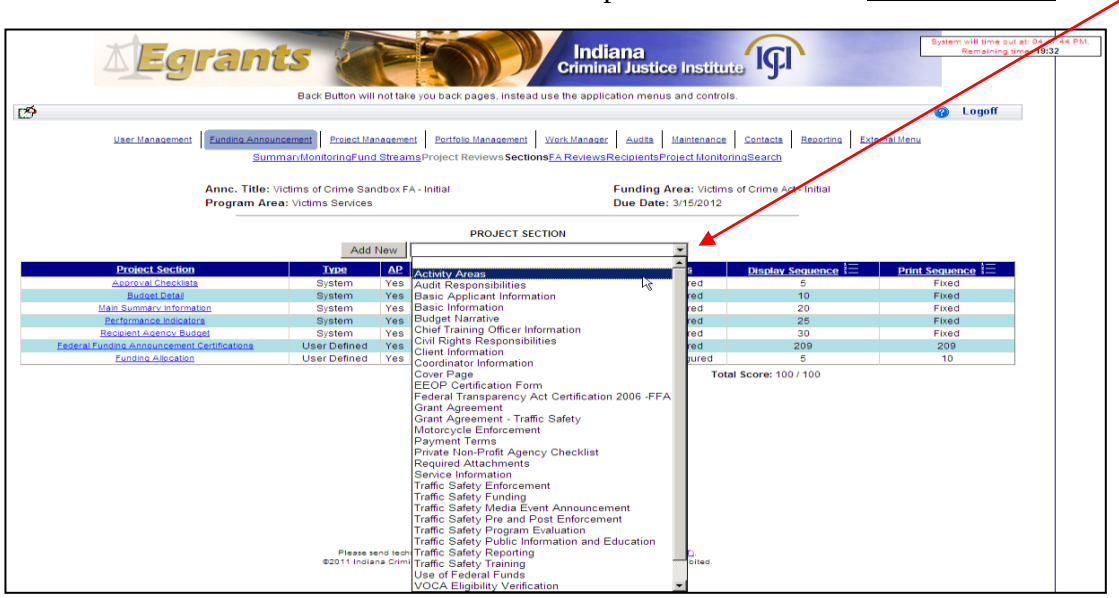
10. A Project Section Approval Checks Detail screen appears.



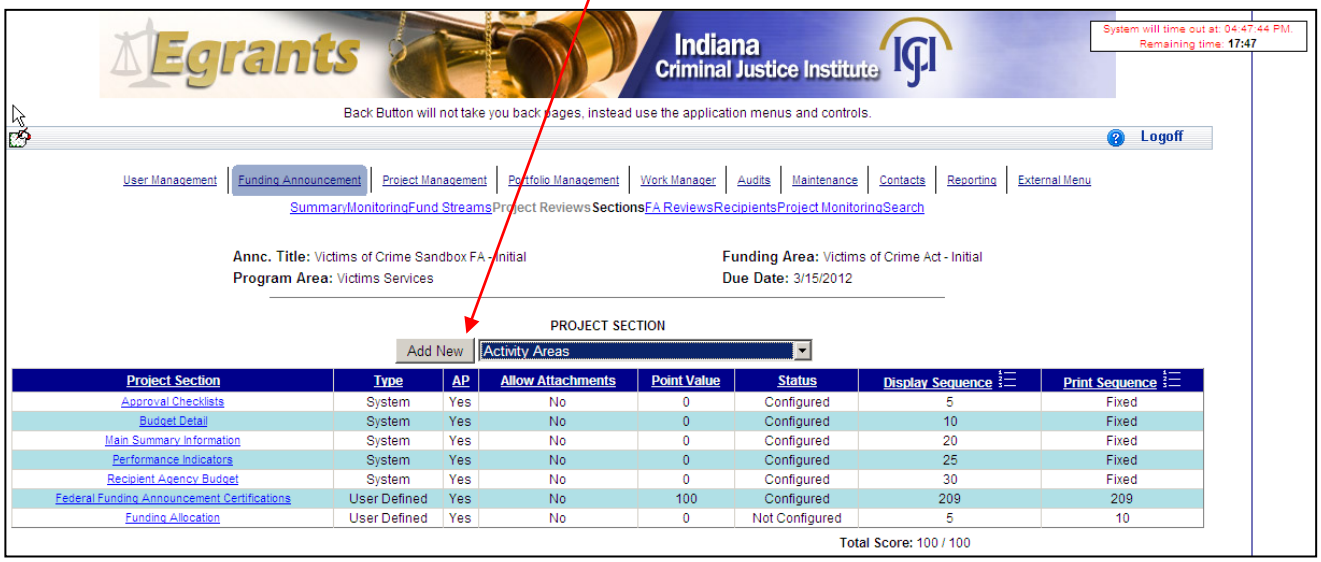
a. Indicate which questions are required.
b. Click on Save. You will be redirected back to the Project Section screen.

Add New Section

1. Select a new section title from the drop down menu of the Section Name field.



2. Click on the **Add New** button



a. Point Value will be a percentage between 0% and 100%.
b. Enter appropriate text in the Description field.
c. Click on Save. You will be redirected to the Project Section screen.
d. Repeat these steps for any other project sections you wish to add.

Funding Announcement Review

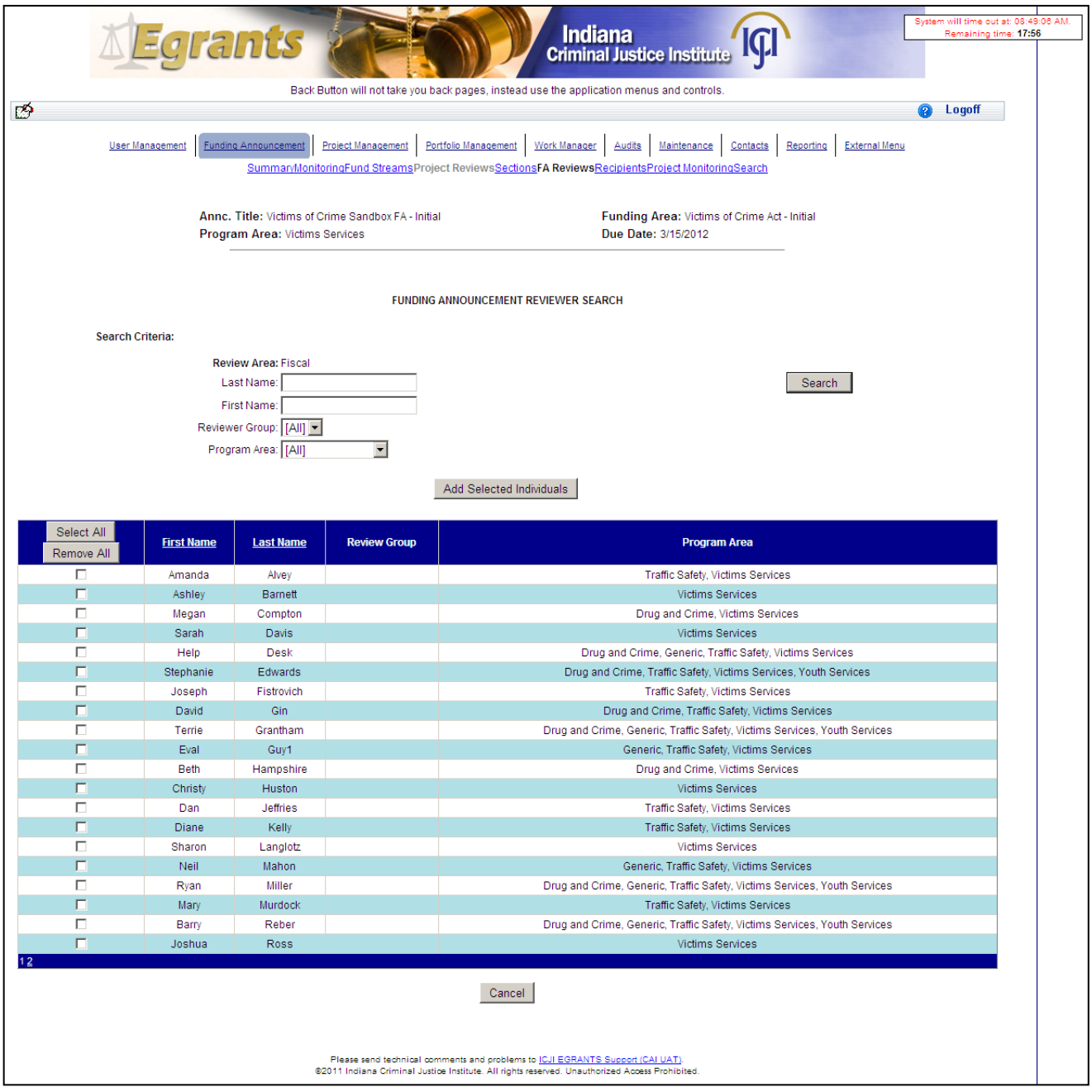
A Task/Alert for review is created immediately so make sure this is the last thing you do. Otherwise, reviewers may begin reviewing the funding announcement before you are finished creating it.

1. Within the Fund Announcement, click on the FA Reviews hyperlink.

2. The Funding Announcement Reviewers screen appears.

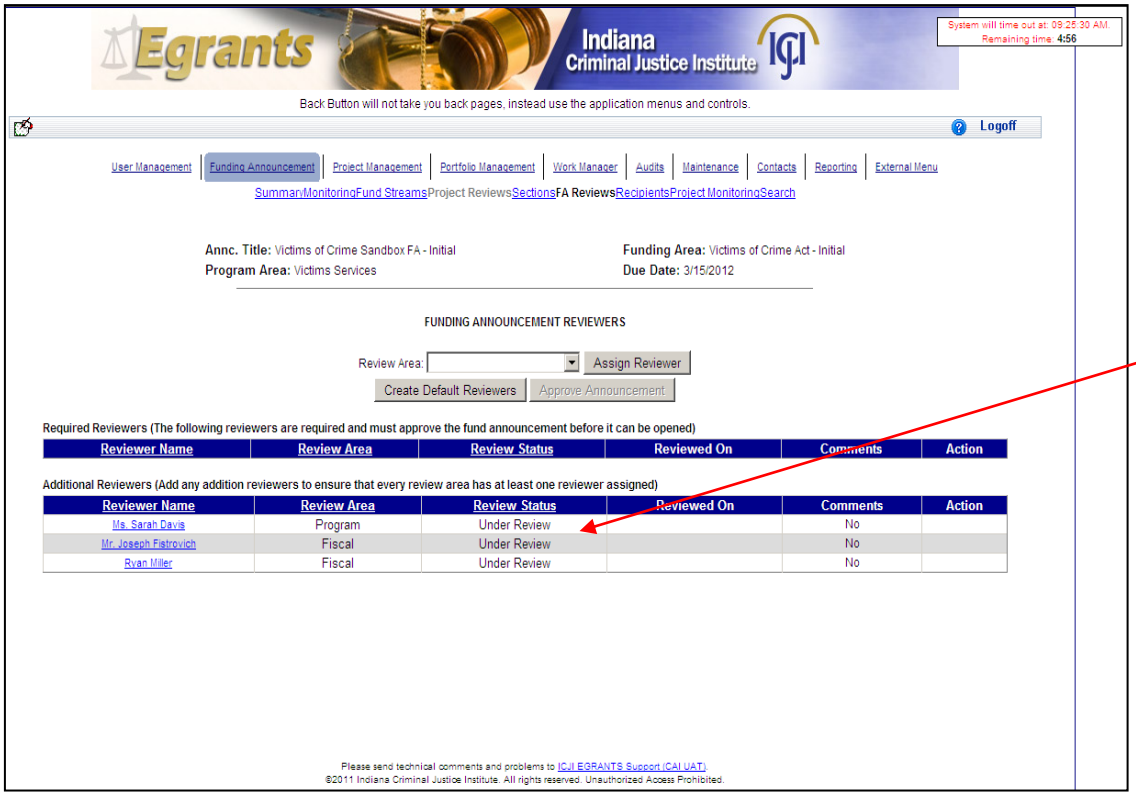
3. To assign a reviewer, select a review area from the drop-down list and click on Assign Reviewer.

4. A list of potential reviewers and corresponding program areas will result.



5. Click on the box next to selected reviewer(s) and then click on the Add Selected Individuals button.

6. The Funding Announcement Reviewers screen will appear. **Note: Those individuals selected will be notified via Work Manager to review and approve the funding announcement.**



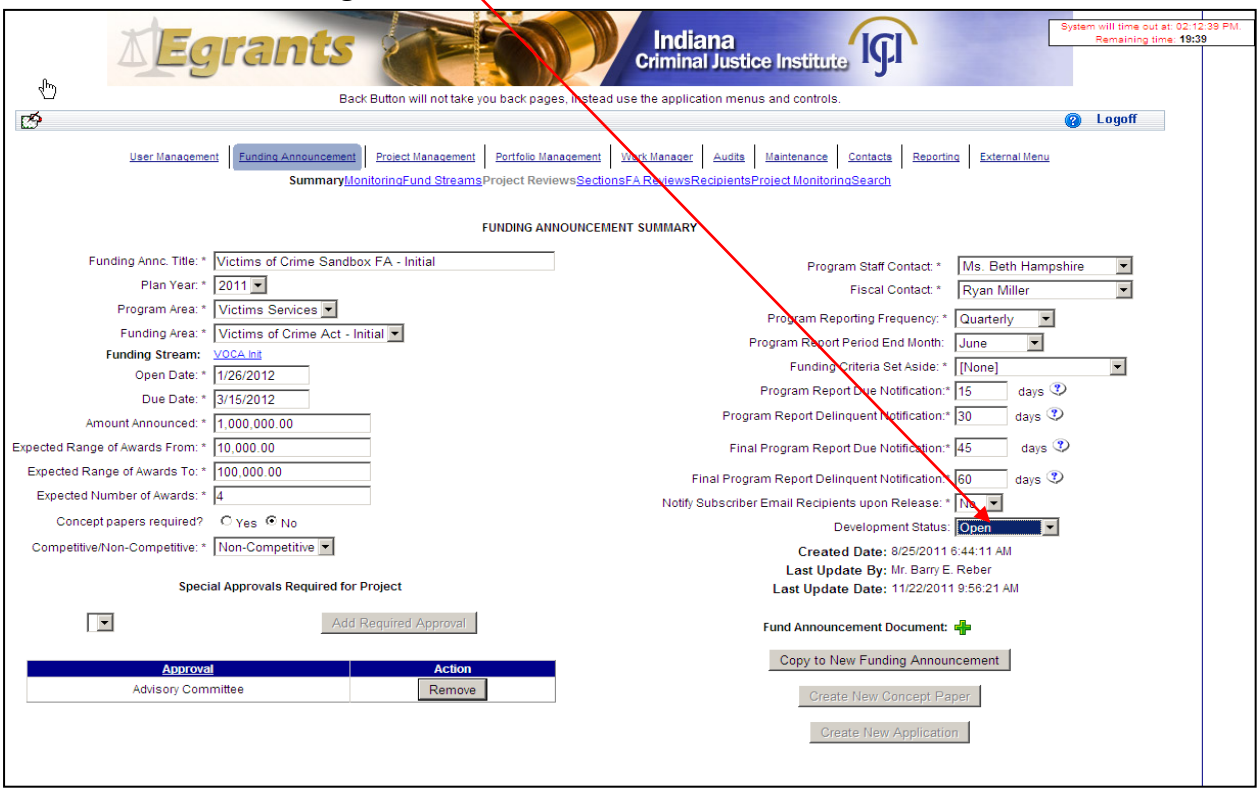
Note: The status of the Funding Announcement is now Under Review.

a. Required reviewers
b. Additional reviewers

*It is important that before you select the designee for an Office Director that you are certain of whom that staff person is. *Their information must be entered, rather than the name of the Office Director, as another staff person cannot approve for the Office Director if the Office Director's name is already entered into the system as a required reviewer.*

7. When all required reviewers have approved the Funding Announcement, the Program Staff person will receive an alert through Work Manager that the Approval button is now enabled. Program Staff person must click on the Approve Announcement button.

8. After all reviews are completed and the Funding Announcement is approved, the Development Status on Funding Announcement Summary screen switches to Approved, and then Open automatically when the open date arrives and the Funding Announcement is available to Subgrantees.

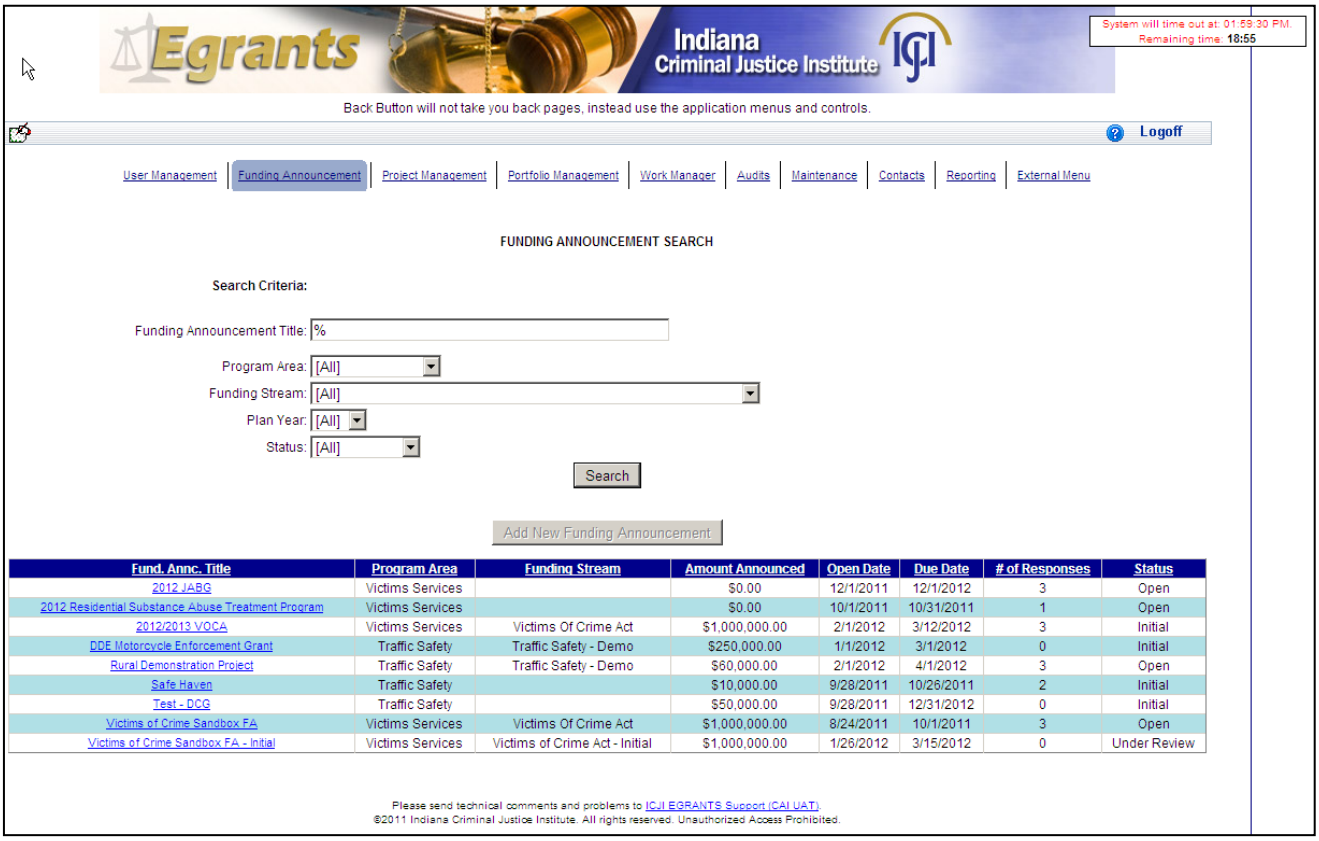


a. Only Program Manager or Fiscal Manager roles can circumvent this process and change the Funding Announcement status.

Recipient

1. The Recipients is used to notify recipients of a funding announcement either as a letter or an email.

You can Add Individual, Add Groups, Add Agencies or Remove Selected Recipients

Search

1. The Search hyperlink at the top of the screen allows you to search for an existing Funding Announcement.